



**FAQ Number:** 1363

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**Question:** I have completed the Top-Screen and submitted it to DHS, but I discovered that I need to make some changes to the information I submitted. How can I do this?

**Answer:**

The CSAT tool has a replacement feature. The Submitter may use it by following this procedure:

Log in to CSAT at <https://csat.dhs.gov/csat> and click on the "CSAT Application" link. The Submitter will now see a list of your facilities and their survey status. Facilities with a submitted Top Screen survey will have a button titled "Replace Top-Screen" to the right of the submitted survey. Click on this button and you will be asked to input your name and the reason for the new submission. After entering this information click on "Create Additional Top Screen" and your new Top Screen survey will be created.